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TRANSMITTAL SLIP

DATE 12-22-55

TO [redacted]

ROOM

REMARKS

I hope this memo stimulates some thought on submitting activity reports to Col. White. Perhaps if you forwarded to [redacted] a copy of ODM No. 20-800-5 he might move to change the frequency of our weekly reports.

FROM: Jim H

ROOM NO.	BUILDING	EXTENSION
	11	

FORM NO. 241 REPLACES FORM 36-8 (47)
1 FEB 55 WHICH MAY BE USED.

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CONFIDENTIAL

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

23 December 1955

MEMORANDUM FOR: Reports Management Officers for:
Medical Staff
Office of Logistics
Office of Comptroller
Office of Security
Office of Training
Office of Communications

SUBJECT: Activity Reports

1. The HD/S reports survey is provoking considerable thought on the value of present types of activity reports. As you know, Colonel White temporarily discontinued his requirement for weekly activity reports pending recommendations on the submission of more meaningful reports. The Director of Personnel changed the frequency of activity reports from weekly to bi-weekly and defined specifically what should be reported.

2. Attached is a copy of the Office of Personnel memorandum which established the bi-weekly report. I believe you will find it an excellent example of explicit instruction. It has proven to be in the Office of Personnel. Formerly, a total of from 30 to 40 pages were submitted weekly by divisions. Now the report from each division is on only one page, for a total of about eight pages each bi-weekly period from all divisions.

3. The experience of the Office of Personnel points up a reports management axiom: Good directives mean good reports. If officials in your Office have expressed dissatisfaction with activity reports, perhaps the lack of explicit instructions is the fault. I would also appreciate your giving some thought to recommendations on the submission of activity reports to the HD/S. A discussion of such recommendations will be placed on the agenda of the next meeting of the HD/S Reports Review Panel shortly after the first of the new year.

[redacted]
Records Management Officer for Reports Management Staff

25X1

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Attachment:
OPI No. 20-8005